



## **PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD**

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, January 13, 2020 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

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**PRESENT:** Alex Renard, Kevin Kuehn, Erik Hoyer, Sandy Juno, Bernie Erickson, Paul Ballard and Kramer Rock

**ALSO PRESENT:** Kevin Cullen, Kasha Huntowski, and Beth Kowalski Lemke

**EXCUSED:**

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### **CALL MEETING TO ORDER**

1. Chair Kuehn called the meeting to order at 4:32PM.
2. **APPROVE/MODIFY AGENDA**  
Motion made by Kramer Rock and seconded by Alex Renard to approve the agenda.
3. **Museum Director Report.** Museum Director Lemke informed the Board that the Core Gallery Exhibit Lighting would be installed on Saturday, January 18, 2020, and that she would be onsite with the vendor. She shared she has a punch list for Bluewater to complete during their next visit at the end of January. She shared that the team was working on a media announcement and related programming prior to the gallery grand opening. She requested from the Board support for one free admission public weekend after the member donor reception in late June. The Board unanimously supported the request and asked Director Lemke to seek approval from Education and Recreation Oversight Committee.

Museum Director Lemke discussed the American Alliance of Museums Reaccreditation Core Document Review process. The Board will have from January to February's meeting to review the Disaster Preparedness/Emergency Response Plan. At February's meeting, discussion and possible approval action of the core document would ideally take place allowing the decision to advance to Education and Recreation Oversight Committee. From February to the March meeting, the Board will be asked to review the Collections Management Policy and the Institutional Code of Ethics. At March's meeting, discussion and possible approval action of the core document would ideally take place allowing the decision to advance to Education and Recreation Oversight Committee. The Institutional Strategic Plan review and approval will take place later in 2020.

Regarding outreach and advocacy Museum Director Lemke shared the team focus of promoting "Amazing Dinosaurs" and the Grand Opening of the Core Gallery to the public at outreach events.

Museum Director Lemke reported the 2019 department budget expenses and revenues through November were less than the reforecast projections from June. Discussion ensued; no action taken.

4. **Such other matters as authorized by law:**  
Museum Director Lemke updated the Board on the blockage on the steam condensate pipe. It ended up being in the vertical piping in the piping chase. It was packed full of fiberglass piping that had been broken down creating approximately twelve inches of blockage. The vendor recommended the department start thinking about replacing the fiberglass condensate piping with carbon steel pipe. A second vendor was able to patch the three cut areas. Director Lemke will work with Facilities to get the system back online as well as getting a quote

as recommended for carbon steel pipe and on a quote for replacement with fiberglass pipe.

The next scheduled meeting of the Neville Public Museum Governing Board will be February 10, 2020.

**2020 meeting dates are as follows:** March 9, 2020 (Vice Chair runs meeting), April 13, 2020 (Vice Chair runs meeting), May 11, 2020, July 13, 2020, August 10, 2020, September 14, 2020, October 12, 2020, November 9, 2020, and December 14, 2020.

Discussion ensued, no action taken.

5. Adjournment. Chair Kuehn, called the meeting to an end at 4:56 PM. Motion made by Bernie Erickson and seconded by Paul Ballard to approve.